

5. ADDITIONAL SPONSOR RESPONSIBILITIES

As the public sponsor, you're responsible for ongoing maintenance as discussed in chapter 2, for preparedness activities as discussed in chapter 3, and for flood response activities during high water as outlined in chapter 4. There are several additional requirements that you should be aware of.

5.1 Annual Pre-Flood-Season Inspections

You should have a pre-flood-season inspection program in place for your flood control projects, using information from this manual along with your own experience and resources. The specific maintenance items to look for and some of the corrective actions that should be taken are discussed in detail in chapter 2 of this manual, and the U.S. Army Corps of Engineers' Inspection Guide (Appendix C) can be used as a guide for these inspections. If you'd like more specific advice or information regarding FCW operations, maintenance, or inspections, please contact your Corps district office. When you make these pre-flood-season inspections, you should document the condition of your project in an annual inspection report. Items that would be appropriate to document in this report include:

- The name/ location of the FCW
- The date of the inspection
- The name of the inspector
- What project features were inspected
- The overall condition of the project features
- Maintenance that has been completed
- Maintenance that is being preformed currently
- Maintenance items that need to be accomplished in the future
- Photographs showing flood damages, noted deficiencies, and overall project condition.
- Maintenance costs incurred for the flood control project that year, etc.

5.2 Public Awareness Activities

Many sponsors of flood control projects have trouble finding the funding and support they need to make necessary repairs and improvements. The best examples of well supported levee districts are those that have ensured that local businesses and citizens understand the flood hazard and the importance of the flood control system. While public awareness activities are not required for participation in the RIP, the key to ensuring support from your community lies in promoting a public awareness of the situation. You may be able to promote a greater awareness of key issues through publications and planned public meetings, as described below.

a. Provide Public Materials

Flood protection is interesting! Many people will take the time to read through brochures or leaflets detailing local flood protection if this material is provided to them. You might also release annual newsletters or articles for newspapers on the subject. Information should be presented on the following topics:

- i. The areas protected
- ii. The key elements/ equipment in the local flood control system
- iii. How the system works
- iv. The regular impact on the community and ongoing costs for regular operation and maintenance
- v. The consequences if it fails
- vi. Local flood evacuation plans
- vii. Historical overview of past floods and experiences
- viii. Flood response plans and procedures- how the community can contribute

b. Schedule Public Meetings

Unless there's an actual flood, attendance at public meetings on flood control may be discouraging, especially if the public is poorly informed on flood control to begin with. You may find it useful to combine such meetings with discussions on local industry or other issues, or to raise certain issues during community events. Always try to involve industry and local groups in your decision making process, so they will support what you're doing.

5.3 Awareness of Adjacent Systems

A flood control system is made up of many components, and won't protect you unless they all work together properly. You need to understand how adjacent sections of levee or components on private property impact the larger system. Even though these components might not be situated within your area of responsibility, your community could still be flooded if adjacent systems don't operate properly.

5.4 Permits

Whenever you plan to modify the FCW, be sure to get the appropriate local, state, tribal, or federal permits (or waivers for these permits). The process of getting some of these permits may be cumbersome, expensive, and frustrating, and may be more difficult in some states than in others. However, you must be prepared to get these permits in order to comply with the law. If you make changes to your flood control project without first obtaining the necessary permits, you may be denied rehabilitation assistance after a flood, regardless of whether a Corps inspector noticed the changes and asked to view the permits during a Continuing Eligibility Inspection. Please understand that this requirement wasn't invented so that the Corps can deny post flood assistance. Modifications to your FCW don't only affect your own community but can also affect communities upstream and downstream of you as well, or can have a negative impact environmentally; so it's important that any proposed modifications are reviewed and approved by the appropriate parties before you begin construction.

5.5 Records

As the public sponsor, you are responsible for keeping accurate records of all repairs done to the flood control project, including photographs, plans and specifications, as-built drawings, and surveys. Make records of all modifications such as the installation of natural gas pipes, fiber optic cables, and any sewage outfall lines added by commercial companies or municipal agencies. It's important to coordinate these types of changes with the Corps and to provide them with copies of the documents for their files.

To assist you in the proper maintenance of the project, it's also recommended that you keep organized, accurate records of all equipment, maintenance, and inspections. An equipment database file should be maintained that indexes equipment by name or title and contains all pertinent data for that equipment, such as manufacturer's instruction books, operating pressure limits, parts catalogues, manufacturer's drawings, reference field tests, special reports on major requirements, and most importantly, changes in operating procedures. A preventative maintenance database file for things like pump stations should contain equipment inspection, maintenance data, hours of operation, number of operations, and other significant operating data.